

**MINUTES OF THE FOURTH GENERAL MEETING OF THE IEEE UTM
STUDENT BRANCH #18561 FOR THE 2004/2005 SESSION**

Date : 25th of January 2005
Time : 9.30pm-10.00pm
Venue: 9 Jalan Pulai 69, Taman Pulai Utama



Attendees:	Absentees:
<ol style="list-style-type: none"> 1. Hong Choo Yang 2. Low Wei Chong 3. Chai Cheok Miin 4. Tai Yew Kim 5. Kelvin Tan 6. Lim Yee Sin 7. Lim Chen Tat 8. Low Han Wee 9. Low Kok Kiat 10. Leong Chow Wei 11. Leong Seh Tat 12. Wong Leng Chong 	<ol style="list-style-type: none"> 1. Clarence Chua 2. Viknesh 3. Tan Yiaw Wei

Agenda	Minute	Action
1. Introduction	1.1 The President, Hong Choo Yang welcomed those present.	
2. Past Activities Report	2.1 Technical Dept: P-Spice Workshop. Held on 8 th January 2004. Program Director was Low Han Wee, assisted by Low Kok Kiat. Another six committee members assisted as well. Total attendees were a total of 60 participants. It was a successful event with a total profit of RM64.77	Low Han Wee
	2.2 MRD Dept: MRD for year 2005. Program Director Lim Yee Sin reported that there were two recruitment drives i.e. from the 24 th -20 th December and 3 rd -7 th January respectively. A total of 72 new members registered. However, Viknesh who was supposed to assist was unavailable to perform his duties. Leong Chow Wei commented that the publicity was not sufficient. Low Wei Chong proposed	Lim Yee Sin

	<p>that in the future, multimedia presentations could be used, as well as publicity through the IEEE Website. Hong Choo Yang reaffirmed the 50% discount for IEEE members for future IEEE activities. The next MRD is scheduled to be in June 2005.</p> <p>2.3 Website Dept: Current Updates. More updates will be uploaded to the website by 29th January 2005. The current Yahoo groups proved to be efficient. Clarence has to ensure all IEEE Committee members have been invited to the group</p>	<p>Lim Chen Tat Clarence Chua</p>
<p>3. Upcoming Events</p>	<p>3.1 Professional Dept: Visit to the Nanyang Technological University, Singapore on the 29th of January. Program Director Leong Chow Wei reports on the current plans and updated number of participants. Certificates will be given to all participants. Final date of registration is 27th of January.</p>	<p>Leong Chow Wei</p>
<p>4. Matters Arising</p>	<p>4.1 There were no matters arising.</p>	

The meeting adjourned at 10.00pm.

Prepared by:

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